

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

MUSEUM ASSISTANT

DEFINITION

Assists the professional and technical museum staff with the cataloging, display, maintenance and restoration of museum collections; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Identifies the major category that best describes an artifact in order to initiate the classification process by examining the artifact and comparing its characteristics to the criteria outlined in the classification guidelines.

Records and modifies descriptive, historical and inventory data in order to maintain accurate records of each collection by entering the required information in the appropriate automated or manual recordkeeping system.

Cleans artifacts in order to prepare them for further restoration by the professional museum staff by applying the cleaning solutions and techniques that are appropriate for each artifact.

Monitors the environmental controls in the display cases in order to prevent the deterioration of the artifacts by observing and adjusting temperature, relative humidity and air filtration devices to specified levels.

Performs unskilled carpentry tasks in order to assist the exhibit design and carpentry staff with the construction of displays and exhibits by using hand and power tools to create an appropriate façade.

Locates museum artifacts in order to respond to inquiries from the public or other interested parties by consulting resource materials and records and compiling the requested information.

COMPETENCIES REQUIRED

Knowledge of the major artifact categories and classifications contained within systems utilized to classify objects.

Knowledge of the manual and automated systems utilized to record information concerning museum artifacts.

Knowledge of the various solutions and techniques used to clean artifacts.

Knowledge of the historical significance of the various exhibits on display in the museum.

Ability to lift objects weighing up to fifty pounds, and maneuver in awkward positions including stooping, crouching and bending in order to install exhibits.

Ability to observe and identify discrete differences in similar artifacts and objects.

Ability to establish and maintain effective working relationships with peers and the general public.

Ability to locate and utilize historical reference material to acquire information for dissemination.

Ability to safely use carpentry tools to construct exhibits.

Skill in the use of the typewriter and related office equipment as required in the specific job assignment.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Two years of experience as a tour guide, interpreter or caretaker at a historic site, interpretive facility, park, zoo or similar installation performing tasks that demonstrate the application of the above listed knowledges, abilities and skills;

OR

an equivalent combination of education and experience, substituting one year of college course work majoring in history, anthropology, archaeology, curatorial-museum management or related subjects for each year of the required experience.

Effective date: 4/25/86 KLT